

Position Description (EP)

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to DCF Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: () NEW POSITION (X) EXISTING POSITION

PART I – Position Description

1. Agency Name Department for Children and Families	9. Position Number K0045359	10. Budget Program Number EA29305
2. Employee Name (leave blank if position vacant)	11. Present Class Title (if existing position) Human Service Counselor	
3. Division East Region	12. Proposed Class Title	
4. Section	13. Allocation	
5. Unit Rehabilitation Services	14. (a) Effective Date	14. (b) FLSA Code
6. Location (address where employee works) City Marysville County Marshall	15. By: Approved	
7. (Circle appropriate time) Full time Perm Inter Part Time Temp %	16. Audit Date: By: Date: By:	
8. Regular Hours (circle appropriate time) From: 8:00 AM To: 5:00 PM	17. Position Reviews Date: By:	
Area for use by Personnel Office		

PART II – Organizational Information

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)

This is advanced professional counseling to empower people with disabilities to achieve employment as the avenue to self-sufficiency, independence, inclusion, economic equality, and integration into society. The position supports individuals with disabilities to identify their job-related goals and to develop individual plans for employment. The counselor provides or purchases a comprehensive variety of services, which may include training, physical/mental restoration, assistive technology, supported employment, and job placement. This position also provides significant counseling and guidance to help persons served identify their strengths and abilities; adjust to disability; exercise informed choice; maintain progress through their individual plans; and understand labor market trends and employment opportunities.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new functionality added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name: Elizabeth Van Vleck Title: Program Administrator Position Number: K0225514

Who evaluates the work of an incumbent in this position?

Name: Elizabeth Van Vleck Title: Program Administrator Position Number: K0225514

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

This position has wide latitude for carrying out responsibilities. The counselor uses the Rehabilitation Services Policy Manual to identify applicable policies and regulations, which may be complex or technical in nature and which require careful interpretation on the part of the employee. Instructions are provided verbally or in writing/media of choice. The supervisor meets with the counselor at least monthly for a general outline of the work to be performed. The work required initiative, independent judgment, and accountability for timeliness, expenditure and outcome. The employee is required to handle many administrative details independently.

d) Which statement best describes the result of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the work flow.
(X) Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
() Major program failure, major property loss, or serious injury of incapacitation.
() Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:) **What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of the action; **why** is the action being done (describe the result or outcome expected); ***How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identify each function as essential or marginal by placing an **E** or **M** next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is peripheral, incidental or minimal part of the position.

			<p>In addition to the tasks listed below, this position is expected to:</p> <ul style="list-style-type: none"> • Comply with the Rehabilitation Services (RS) professional conduct expectations. • Demonstrate leadership in carrying out the DCF Mission, Vision and Guiding Principles, and in communicating these values with peers, customers, partners and the general public; • Demonstrate leadership in carrying out and communicating the Goals and Priorities of RS, emphasizing the value of employment, the potential of people with disabilities, the importance of accountability, and the meaningful involvement of people with disabilities, partners, employers and other stakeholders in RS programs, services and activities; • Ensure that each consumer has the necessary information, knowledge and opportunities to make informed decisions throughout the rehabilitation process, including the selection of the vocational objective and needed services. • Identify his/her own personal strengths and developmental needs to increase job performance and long-term career growth; • Continually analyze work processes, seek new approaches, and make recommendations to enhance efficiency and effectiveness of the agency; • Provide excellent customer service both internally and externally, serving as a n advocate for the customer throughout all program areas and lines of business; • Serve as a positive role model, respecting diversity, demonstrating respect, trust, and openness, and communicating in a manner that is courteous, respectful and protects human dignity; • Identify gaps and needs for community and agency services and seek to develop needed services in conjunction with other DCF and RS staff; and work cooperatively with peers, staff, customers, community partners and the general public.
1.	20%	E	<p><u>Comprehensive Diagnostic Study and Eligibility Determination</u></p> <p>Conducts in-depth counseling interviews with persons with disabilities to obtain information regarding medical and family history, social functioning, education, work experience, self-perception, attitudes, financial resources, and vocational interests in order to assess each applicant's employment-related assets and barriers. Works with the medical community and vocational assessment experts to obtain appropriate medical, psychological, and vocational diagnostic services needed for eligibility determination. Explains agency services, eligibility guidelines, and client's rights and responsibilities.</p> <p>Collects and analyzes medical, psychological, vocational records and reports to determine the nature and severity of disabilities and resulting functional limitations. Confers with RS Manager, RS Program Administrator, Medical/Psychological consultants, and other medical community resources regarding any aspects of medical, psychological, or vocational information needing clarification. Determines eligibility within 60 days and develops an appropriate eligibility certificate which documents how the impairment and any other factors constitute a substantial impediment to employment and why vocational rehabilitation services are required to enable the applicant to prepare for, enter, engage in or retain gainful employment. Completes comprehensive analysis of functional limitations, services needed, and anticipated length of services to determine the individual's priority category designation for Order of Selection and potential waiting lists for services. The RS Program Administrator and or manager review cases for compliance with policies and procedures.</p>
2.	30%	E	<p><u>Formulation and Execution of the Individual Plan for Employment (IPE)</u></p> <p>Counsels with client to negotiate and develop an IPE, placing emphasis on the determination and achievement of an appropriate vocational goal through client participation. IPE development must be completed as soon as possible but no later than 90 days from the date of eligibility determination. Establishes objectives and services consistent with the vocational impediments described in the Certificate of Eligibility and the Summary of Substantial Impediments to Employment. Establishes time frames for each service listed on the IPE. Develops evaluation criteria to measure the accomplishments of the IPE objectives.</p> <p>Proactively initiates ongoing contact with clients to facilitate progress through the rehabilitation process resulting in successful employment. Counsels clients in resolving a wide range of situations such as employer and co-worker relationships, housing accommodations, transportation needs, training program completion, and adjustment to disability. The RS Program Administrator and or manager reviews progress at least quarterly for compliance with policies and procedures and client satisfaction.</p>
3.	10%	E	<p><u>Job Placement</u></p> <p>Facilitates suitable vocational placement in competitive, integrated employment. Interprets labor market data. Provides labor market information to clients and trains them in job seeking skills. Explains job incentives such as on-the-job training and tax credits for employers. Develops jobs in coordination with employers and human service providers to insure availability of job openings for clients. Meets agency production goals to include number of rehabilitations, rehabilitation rate and average wages. RS Program Administrator and or manager reviews progress at least quarterly for employer development and direct placement activities.</p>
4.	15%	E	<p><u>Financial Accountability</u></p> <p>Independently authorizes expenditures of case service funds (within spending authorities) to insure quality and cost effective rehabilitation outcomes. When required, seeks supervisory approval for expenditures higher than the counselor's authority and exceptions to policy. Follows and enforces requirements for prior written service authorizations to be issued for services to be funded by RS. Maintains required proof-of-expenditure documentation in accordance with RS policy. Applies knowledge of state purchasing policies and procedures to maintain compliance for purchases of prosthetic appliances, adaptive equipment, medical treatment, occupational equipment and tools, maintenance and transportation, tuition and training supplies, home modifications, computer</p>

			equipment and other planned services. Analyzes client's economic need to determine participation in cost of services. Uses knowledge of community resources and accesses other financial resources (comparable benefit analysis required by federal regulations) to reduce the RS share of costs. The RS Program Administrator and or manager review cases quarterly for compliance.
5.	<u>15%</u>	<u>E</u>	<p><u>Documentation and Closure Decision</u></p> <p>Organizes external source documents, such as medical records and vocational tests, into a case file. Prepares narrative to document significant client contacts for the case file to establish a record of client progress. Includes documentation of significant counseling and guidance provided, including facilitation of informed choice. Establishes and records in the case file the rationale for case closure and that substantial rehabilitation services were provided to achieve suitable employment. Documents client participation in the closure decision and client notification of appeal rights. The RS Program Administrator and or manager review cases at least quarterly for compliance with policies and procedures.</p>
6.	<u>5%</u>	<u>E</u>	<p><u>Community Outreach</u></p> <p>Establishes and maintains liaison relationships and provides technical assistance regarding disability and independence through employment to clients, their family and support systems, community resources, businesses, government agencies, schools, health care facilities, attorneys, physicians, and social workers to educate and advocate on behalf of persons with disabilities. Provides information about rehabilitation programs and services to physicians, service providers, employers, and others to stimulate appropriate referrals, to encourage client participation, and to establish a community support system. May conduct accessibility and job modification surveys to employers. The RS Program Administrator and or manager reviews logs of community activities at least quarterly to determine that outreach goals have been met.</p>
7.	<u>5%</u>	<u>E</u>	<p><u>Collaboration</u></p> <p>Facilitates and participates in DCF collaboration efforts. Assures quality customer service. Coordinates resources and makes appropriate referrals within the agency and/or to community partners. Is flexible and uses program expertise to find solutions to customer issues. Provides program specific information to all co-workers and partners as needed. Maintains knowledge and awareness of DCF programs and community resources.</p>

*The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

An error, delay, and / or omission in action or decisions of this employee could result in a disruption of direct consumer services, misuse of public funds, non-compliance with the Kansas Prompt Payment Act, loss of community providers and the inability to meet the federal requirements and outcomes for the vocational rehabilitation program.

23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position

- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- () Plans, staffs, evaluates, and directs work of employees of a work unit.
- () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the class titles and position numbers of all persons who are supervised directly by employee in this position.

Class Title

Position/KIPPS Number

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Nature of the work requires daily contact with the public, other agencies, and employers in meeting the needs of clients and to maintain goodwill. Frequent and continuing contacts are made with department and state administrators to discuss state and federal regulations and policies.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Nature of the work requires daily contact with the public, other agencies, and employers in meeting the needs of clients. The work environment involves normal everyday hazards or discomforts typical of offices, meeting and training rooms. Occasional hazards, risks, or discomforts typical of personal or telephone contact with abusive or hostile clientele. Comfortable levels of temperature, ventilation, lighting, and sound are inherent in the work environment. The likelihood of injury is remote.

26. List machines or equipment which are currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.

State vehicle frequently used in field contacts.
Personal computer used daily to meet paperwork demands.
Calculator used daily to monitor fiscal resources.
Telephone used daily to communicate with staff and others.
Copy machine used daily to maintain paper case files.

PART III – Education, Experience and Physical Requirements Information

27. Minimum Qualifications as stated in the State of Kansas Class Specifications.

Effective November 1, 2014 and in accordance with federal regulations and State Plan requirements, the minimum qualifications are:

- A Certified Rehabilitation Counselor (CRC) designation; or
- A Master's or Doctorate degree in one of the following fields:
 - Rehabilitation Counseling
 - Rehabilitation Counselor Education
 - Clinical Rehabilitation Counseling
 - Counseling
 - Behavioral Health
 - Behavioral Science
 - Disability Studies
 - Human Relations
 - Human Services
 - Marriage and Family Therapy
 - Occupational Therapy
 - Psychology
 - Psychometrics
 - Rehabilitation Administration/Services
 - Social Work
 - Special Education
 - Vocational Assessment/Evaluation

After making a determination that a position is hard-to-fill, the Director of Rehabilitation Services, at his or her discretion, may approve individuals who do not meet the qualifications listed above to participate in the screening process. Should such candidates be recommended for hire after the screening process, the Director must approve. The applicant in such circumstances must agree in writing as a condition of employment to meet the master's degree standards listed above within five years of the employment start date.

28. SPECIAL REQUIREMENTS

- A. State any additional qualifications for this position that are necessary to perform the essential functions of this position. (Licenses, registration or certification).

- B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.

- C. List preferred education or experience that may be used to screen applicants.

29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

This work generally requires light physical exertion. The employee may be required to perform handling activities of lightweight or easily moved items (Le. books, file folders, files, etc.); perform moving activities for brief periods; operate light equipment; and perform repetitive motion for periods of time.

30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

This employee will comply with all the security and safety procedures outlined in the DCF/RS office policy manual.

PART IV – Signatures

Signature of Employee

Date

Signature of Personnel Officer

Date

Signature of Supervisor

Date

Signature of Agency Head or Appointing Authority

Date